

## CITY COUNCIL AGENDA MEMORANDUM

### **SUBJECT:**

Resolution No. 8737 authorizing the Transportation Director to execute a one-year General Services Contract, with three, one-year options to renew, between the City and Northwest Landscape Services for Transportation Trail Maintenance.

### **FISCAL IMPACT:**

If adopted, this Resolution commits the City to a one-year General Services Contract, with three, one-year options to renew, carrying an aggregate value not to exceed \$72,677.56, tax included. The total duration of the Contract including optional renewals shall not exceed four years.

The Operating Budget contains sufficient funds set aside for these services in 2014. If each of the three options to renew is executed by the Transportation Department, this Contract will remain in force through 2017. Funding for future years will be contingent upon approved operating funds.

### **STAFF CONTACT:**

Dave Berg, Director, 452-6468

Laurie Gromala, Assistant Director, Traffic Management, 452-6013

Brian Breeden, Operations and Maintenance Manager, 452-4104

*Transportation Department*

### **POLICY CONSIDERATION:**

#### **Transportation Department Policy:**

- TR-82; Minimize hazards and obstructions on the pedestrian and bicycle system ensuring that the system is properly maintained. Allow different levels of maintenance for certain key linkages based on amount and type of use or exposure to risk.

#### **Transportation Department Practices:**

- The Transportation Department contracts for services when it is cost-effective, the work requires specialized equipment or expertise, and/or there are other factors that render it impractical for City staff to perform the work.

#### **City Purchasing Policies**

- Bellevue City Code 4.28 provides for the fair and equitable treatment in the purchasing process. Because the amount of the contract exceeds \$50,000, Council approval is required.

### **BACKGROUND:**

This Contract provides for the vegetation maintenance, surface cleaning and litter removal on the City's Transportation Trail system. Inspection and regular maintenance of transportation infrastructure such as sidewalks and trails helps to prevent accidents such as trip and fall injuries and prevents vegetation blockages and damage.

The vendor was selected using an open, fair, transparent, and competitive process consistent with the City contracting policies. A formal Request for Proposals (RFP) was developed and vendors were invited by direct contact and newspaper advertisement. Five vendors submitted comparative quotes and a scoring matrix was used to verify responsiveness of the quotes. Transportation and Purchasing staff verified the qualifications of the recommended contractor who submitted the lowest quoted price.

**EFFECTIVE DATE:**

If adopted, this Resolution will become effective immediately.

**OPTIONS:**

1. Adopt Resolution No. 8737 authorizing the Transportation Director to execute a one-year General Services Contract with three, one-year options to renew between the City and Northwest Landscaping Services.
2. Adopt Resolution No. 8737 as amended.
3. Reject Resolution No. 8737 and provide alternative direction to staff.

**RECOMMENDATION:**

Adopt Resolution No. 8737 authorizing the Transportation Director to execute a one-year General Services Contract with three, one-year options to renew between the City and Northwest Landscaping Services, in an aggregate value amount not to exceed \$72,677.56.

**MOTION:**

Move to adopt Resolution No. 8737 authorizing the Transportation Director to execute a one year General Services Contract with three, one-year options to renew between the City and Northwest Landscaping Services, in an aggregate value amount not to exceed \$72,677.56.

**ATTACHMENTS:**

Proposed Resolution No. 8737

**AVAILABLE IN COUNCIL OFFICE:**

Copies of relevant Maintenance Services Contract

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8737

A RESOLUTION authorizing execution of a one-year General Services Contract with Northwest Landscape Services, with the option to renew for an additional three years, in an aggregate value amount not to exceed \$72,677.56, for Transportation Trail Maintenance.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a one-year General Services Contract with Northwest Landscape Services, with the option to renew for an additional three years, in an aggregate value amount not to exceed \$72,677.56, for Transportation Trail Maintenance, a copy of which general services contract has been given Clerk's Receiving No. \_\_\_\_\_.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2014, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

(SEAL)

\_\_\_\_\_  
Claudia Balducci, Mayor

Attest:

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Myrna L. Basich, City Clerk